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RULES

AND

ORDERS,

FOR THE

NORFOLK and NORWICH

HOSPITAL.



RULES

AND

ORDERS

FOR THE

NORFOLK AND NORWICH

HOSPITAL.

III

THAT every Person who is his private Cap-
tality be a Governor of this Hospital for Life
and all Subscribers of 100 Guineas or upwards
annually, Governors during Payment.

Rules for the Govern- ment of the Hos- PITAL, &c.

I.

THAT this Society shall be known and distinguished by the Name of the Governors of the *Norfolk* and *Norwich* Hospital, and the Government of it plac'd in the Hands of Governors, qualified as hereafter mentioned.

II.

THAT the Right Hon. the Earl of ORFORD, Lord Lieutenant of the County of Norfolk and of the City and County of Norwich be PRESIDENT.

III.

THAT every Person who in his private Capacity shall subscribe Twenty Guineas at one Time, shall be a Governor of this Hospital for Life; and all Subscribers of Two Guineas or upwards annually, Governors during Payment.

IV.

THAT the Overseer, or other Officer, for the Time being, of any Parish, Body Corporate, or Society, subscribing Two Guineas, be a Governor.

V.

THAT the Physicians and Surgeons shall be Governors during their Attendance upon the Hospital.

VI.

THAT a General Board of Governors be held at four stated Times in the Year, viz. at Eleven o'Clock in the Forenoon, on the Wednesday in each Week appointed for holding the Sessions for the County of Norfolk, and oftner on special Occasions.

VII.

THAT the Power of making and repealing Laws, and of electing and removing Officers, be vested in the General Board only.

VIII. THAT

VIII.

THAT there be a weekly Board of Governors, which shall consist of five at least, to meet every Saturday at the Hospital at Eleven o'Clock in the Forenoon.

IX.

THAT at the General Board held on the Wednesday in the Week appointed for holding the Midsummer Sessions, a Treasurer be annually chosen out of the Governors, who shall give Two Thousand Pounds Security, to such Persons as the General Board shall appoint, for the due accounting for all such Money, as he shall receive for the Use of the Hospital, and for delivering up all Account Books and Writings relating to it, and shall pay all such Bills, as are order'd by the General or weekly Board, such order being first sign'd by the Chairman and Secretary.

X.

THAT the Members present at every Board appoint their own Chairman, who shall have a casting Voice. That at every General Board, the Proceedings of the last General Board, and at every weekly Board the Proceedings of the last weekly Board shall be read over, and all Rules and Orders made at one General Board shall be in force 'till the next General Board, but no longer, unless confirm'd by two Thirds of the Governors present at such subsequent

General Board; and that all Orders of the weekly Board shall continue in force 'till repeal'd by some subsequent weekly or General Board.

XI.

THAT no Chairman shall refuse to propose any Question, provided such Question be seconded; nor shall he have Power to adjourn or dissolve any Meeting without the Consent of a Majority, 'till the Business be wholly finished; and in case of such refusal or attempt to adjourn or dissolve any Meeting, the Majority of those present may constitute and appoint some other to preside in the Chair in the same Manner, as if the first Chairman was not then present.

XII.

THAT at all Boards the Governors shall be seated, and every one speaking, shall stand up and address himself immediately to the Chairman; nor shall any one speak more than twice in a Debate without Permission, and that when two shall offer to speak at the same Time, the Chairman shall direct which of them is to proceed; nor is any one to be interrupted by another during the Time of speaking, and the Chairman is particularly to maintain the Authority of this Order.

XIII.

THAT the Names of the Persons present at every Board be enter'd in the minute Book, and
their

their Proceedings fairly register'd and sign'd by the Chairman.

XIV.

THAT at the General Board held in the Week appointed for holding the Michaelmas Sessions, two Auditors be annually chosen out of the Governors; that they enter upon their Office on the same Day; that they inspect and audit the Accounts of the Hospital, and report the same from Time to Time, when required. That the said Auditors, and such Assistants as they shall require, shall some Time between the Midsummer after they enter upon their Office, and the first of September following, prepare a Report of the State of the Hospital for one Year from Midsummer to Midsummer, and of the Number of Patients received and discharged within the Year, and likewise an Abstract of the Proceedings of the Governors, and of the Accounts of the Hospital during that Time; that the said Report and Abstract be laid before the Governors at the General Board to be held on the Wednesday in the Week appointed for holding the Michaelmas Sessions following, and afterwards printed.

XV.

THAT the Physicians, consulting Surgeons, Surgeons and Assistant Surgeons shall be appointed by the General Board. That the Number of Surgeons and Assistant Surgeons shall not exceed three of each: That whatever may

be the Number of Physicians the General Board shall at first appoint, no new Physicians shall hereafter be appointed, 'till the Number is reduc'd to less than three, which Number shall not be exceeded for the future. That whenever the principal Surgeons cannot attend, they engage some of the other Surgeons of the Hospital, or one of the Assistant Surgeons to attend in their room.

XVI.

THAT the Apothecary, Secretary and Matron, be appointed by the General Board, and such Nurses and Servants as are necessary by the weekly Board.

XVII.

THAT the Clergy of *Norwich* be desired in weekly Rotation to attend the Hospital, and minister to the Patients at a convenient Hour; and that it be recommended to the weekly Board, to take care that the Patients of all Persuasions may be attended in the manner they desire.

XVIII.

THAT two or more of the Governors residing in or near *Norwich*, be appointed at every weekly Board, in the order they stand in the Alphabetical List, to visit the House once every Day for the ensuing Week, each of which in case of Sickness or necessary Avocation may appoint another Governor to be his Deputy; That they walk

walk through the Wards with white Wands in their Hands, that they may be known to be the House Visitors, and that, as soon as they enter the Wards, the Nurses withdraw, and the Patients attend at their respective Beds; that they enquire of the Patients, whether the Physicians, Surgeons, Apothecary, Matron, Nurses, and Servants have attended them agreeably to the Rules of the Hospital; whether Prayers have been duly read; whether the Provisions were good, and have been properly weighed and distributed; that in their return from visiting the Wards, the Apothecary, Matron, Nurses, and Servants be ready to attend them, to answer all their Questions; that the Visitors enquire of them, whether the Patients have been guilty of swearing, drinking, or any indecent or irregular Behaviour, whether any Provisions have been carried out of the House, or brought in clandestinely; that they view the Provisions, with which the House is supplied; that they examine, whether the Rules and Orders of the House have been observed; that they enter whatever they think observable in a Book to be provided for that Purpose, and that the said Visitors attend the next weekly Board.

XIX.

THAT the weekly Board inspect the Observations of the House Visitors, regulate all Matters relating to the Admission or Discharge of Patients, enquire into the Conduct of Officers and Servants,

Servants, examine and pass Accounts, order Payments, execute the Orders of the General Board, and prepare such Matters, as are proper to be laid before the same.

XX.

THAT the weekly Board, nine Governors being present, have Power to suspend the Apothecary, Secretary, or Matron for Misbehaviour, and to appoint others during the Suspension; but that any weekly Board may remove Nurses and Servants, and chuse others in their room.

XXI.

THAT when any Vacancy shall happen in the Office of Treasurer, Physician, Surgeon, Assistant Surgeon, Apothecary, Secretary, or Matron, the weekly Board shall summon a general Board, giving fourteen Days Notice in the *Norwich* News-papers, to fill up the Vacancy, unless the stated General Board shall happen within one Calendar Month, and till such Election be made, the weekly Board shall appoint a Person or Persons to act in the vacant Office, either of Treasurer, Apothecary, Secretary, or Matron; but no Physician, Surgeon, or Assistant Surgeon, shall be appointed but at a General Court.

No part of

XXII.

THAT the weekly Board, nine Governors being present, have Power to summon a General Board,

Board, upon any special Occasion, giving fourteen Days Notice in the *Norwich* News-papers, and specifying the Business to be transacted at such Meeting.

XXIII.

THAT all Elections, if contested, be by Ballot, and where there are more than two Candidates, if a Majority of the whole Number present do not appear for any one Candidate upon the first Scrutiny, the Chairman shall proceed to a second Election, leaving out the Candidate who has the fewest Votes, and so on 'till such a Majority be found; and that all Questions be decided by a Majority of Votes present, which shall be taken by Ballot, if required; but no Subscriber after the 25th of December, 1771, shall have a Vote at a General Board, 'till two Months after he has paid his first Subscription.

XXIV.

THAT all Subscriptions for the current Year, be paid as soon as may be after the Year commences; that all Subscriptions entered before Michaelmas, be deemed to commence at the preceding Midsummer, and all subsequent Subscriptions to commence from the Quarter-Day preceding the Time of subscribing, unless the Subscriber desires otherwise.

XXV. THAT

XX.V

7 THAT the Chairman or Secretary shall send a monitory Letter, to all Persons whose Subscriptions are three Months in Arrear, to prevent farther Delay of Payment, all Subscriptions being supposed to continue, unless the Subscriber orders the contrary by Letter.

XXVI.

THAT no Treasurer, Auditor, Physician, or Surgeon, shall receive any Reward, Salary or Gratuity from the Hospital for his Service.

XXVII.

THAT no Patient or Person related to the Hospital do at any Time presume, on Pain of Expulsion, to give to, or take from, any Tradesman, Patient, Servant, Stranger, or other Person whatsoever, any Fee, Reward, or Gratuity, directly or indirectly, for any Service done, or to be done, on Account of the Hospital.

XXVIII

ordered that all the Rules of the Hospital
THAT a Table of the Rules and Orders, which relate to the Conduct of the Patients and Servants, be hung up in each Ward, and publicly read over every Friday Morning, by a Person to be appointed by the Matron.

XXIX. THAT

XXIX.

THAT an Inventory of all the Household Goods and Furniture belonging to the Hospital, be kept by the Secretary, and a Copy thereof by the Matron, and that once every Year, at some convenient Time in June, the Auditors do cause a fresh Inventory to be made, and compare it with that of the preceding Year, as well as with the Account of what has been purchased since; and that as often as any thing shall be wanting, it be immediately notified by the Matron to the Visitors of the Week.

XXX.

THAT the Method of dealing with Tradesmen in general, be to publish an Account of Provisions and Goods wanted, and Notice for such as are willing to furnish the same; to bring their Proposals sealed up, to the Secretary at a Day fixed, in order that their next weekly Board may determine which shall be accepted.

to be regulated by the next General Board

XXXI.

THAT no Governor or other Person be present at either Board, when any Demand, Claim, Contract, or Bargain, in which he is concerned, is under Consideration, except when he shall be desired to attend.

XXXII. THAT

XXXII.

THAT the Appointment of the particular Diet of the Patients be under the Regulation of their respective Physician or Surgeon, and that no other Provisions or Liquors be brought into the House to them on any Pretence whatsoever.

XXXIII.

THAT a Poor-Box or Boxes be set up in some convenient Place or Places, to each of which there shall be two Locks; the Key of one to be kept by the Treasurer, and of the other by such Person as the weekly Board shall appoint, and the Money therein collected applied to the Use of the Hospital.

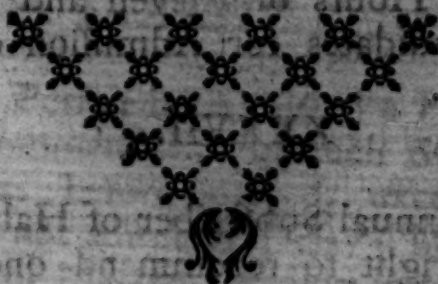
XXXIV.

THAT all Deeds, Evidences and Writings relating to this Hospital, or, where the Originals cannot be obtained, attested Copies thereof shall be preserved in a Chest provided for that Purpose, and secured by three Locks, the Keys whereof shall be kept by such Persons, as shall be appointed by the General Board, held on the Wednesday in the Week appointed for holding the Midsummer Sessions annually.

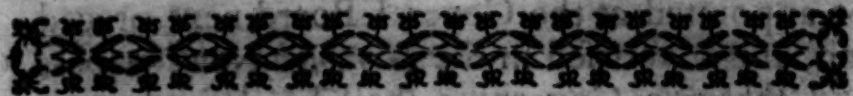
XXXV.

THAT an Anniversary Meeting of all the Contributors shall be held every Year in the Affize Week

Week, on such Day and at such Place as shall be appointed at the General Board next preceding, and advertised in the *Norwich* News-papers, and that two Governors shall be desired at the General Board held on the Wednesday in the Week appointed for holding the Easter Sessions, to request such Clergyman, as shall then be agreed upon, to preach a Sermon on the Occasion, before the Society at the Cathedral Church in *Norwich*, after which a Collection shall be made at the Church Door, and a Dinner provided for the Contributors and such other Gentlemen as please to favour them with their Company, where each Person shall pay his own Expences, and another Collection shall be made after Dinner for the Benefit of the Charity.



Admission



Admission and Discharge

P A T I E N T S.

XXXVI.

THAT Patients be admitted and discharg'd every Saturday by the weekly Board, between the Hours of Eleven and One; and that the Candidates for Admission do attend before eleven.

XXXVII.

THAT an annual Subscriber of Half a Guinea shall have a right to recommend one Out-Patient, and a Subscriber of One Guinea shall have a right to recommend two Out-Patients within every Year, and a Subscriber of Two Guineas

Guineas one In-Patient, and one Out-Patient, or four Out-Patients within every Year, and Subscribers of larger Sums in the same Proportion. That a Benefactor of Ten Guineas at one Time, shall have an equal Right with an annual Subscriber of one Guinea, and a Benefactor of Twenty Guineas, shall have an equal Right with an annual Subscriber of Two Guineas, and Benefactors of larger Sums in Proportion, provided that no Subscriber or Benefactor shall have more than one In-Patient at a Time. It is hoped that the Revenue of the Hospital will in Time be so considerable, that the Subscribers may be allowed to recommend a greater Number of Patients.

XXXVIII.

THAT the Overseer, or other Officer, for the Time being, of any Parish, Body Corporate or Society, subscribing to the Hospital, have the same Power of recommending Patients with Subscribers of equal annual Value.

XXXIX.

THAT no Person be admitted a Patient without the Recommendation of such Subscriber or Benefactor as before named, except in Cases that will not admit of Delay; in which the Apothecary or Matron, sending immediate Notice to the Physician or Surgeon of the Week, may give Admission.

B

XL. THAT

XL.

THAT no Persons be admitted, who are able to subsist themselves, and pay for their Cure, unless upon some sudden Accident, in which case the Person so admitted shall be accountable to the Hospital for the Care taken of him.

XLI.

THAT no one be admitted or suffered to remain as an In-Patient, who is capable of receiving equal Benefit as an Out-Patient.

XLII.

THAT no Subscriber's Recommendation be accepted, or Governor's Vote permitted, while his Subscription is in Arrear.

XLIII.

THAT a Letter, signed by the Secretary or Chairman of the weekly Board, be sent to every Person recommending a Patient, to signify that the Patient recommended is admitted, postponed, or rejected; and that the like Notice be given to the Person, who recommended, when a Patient is discharged.

XLIV.

THAT Persons, who recommend Patients from distant Places, do send their Cases drawn up by some

x some Physician, Surgeon or Apothecary, (post-paid) to the Secretary, to which an Answer shall be returned, whether and when they shall be admitted; but that the Board be still at Liberty to reject such Patients, if their Cases appear to have been misrepresented.

XLV.

THAT when there shall be want of room in the Hospital, for the Admission of all duly recommended, and qualified to be In-Patients, those shall be first received, whose Cases will admit of the least Delay; in Cases of equal Exigency the Preference shall be given; First, to such who live at the greatest Distance; Secondly, to those recommended by such Subscribers and Benefactors, as have not recommended any In-Patients within the Year; and Thirdly, to those recommended by the largest Contributors.

XLVI.

THAT Patients duly recommended and qualified, who cannot be admitted for want of room in the Hospital, be entered into the Books as In-Patients, and received into the House preferable to any other in equal Necessity, upon the first Vacancies, and in the mean time treated as Out-Patients.

XLVII.

THAT six Beds be reserved as a Provision for Accidents, that require immediate Relief.

XLVIII.

THAT no Woman big with Child, nor Child under six Years of Age, (except in extraordinary Cases, as Fractures, or where cutting for the Stone or any other capital Operation is required) no Persons in Consumptions, disordered in their Senses, or subject to Epileptic-Fits, suspected to have the Small-pox, Venereal Disease, Itch, or other Infectious Distempers; no Persons apprehended to be in a dying Condition or incurable, be admitted as In-Patients, or, if inadvertently admitted, be suffered to continue.

XLIX.

THAT no Soldier be admitted an In-Patient, untill his Officer has engaged to pay his Subsistence-Money to the Treasurer of the Hospital during such Time, as he shall continue there, except Soldiers on Furloe, when there is no Officer at hand to engage for them.

L.

THAT all Patients be discharged at the end of two Months after their Admission, unless the Physician or Surgeon certify to the weekly Board, that there is a Probability of their being cur'd, or receiving considerable Relief.

LI.

THAT all Patients discharged be enjoin'd to return publick Thanks at their respective Places of Worship upon their Recovery.

PHY-

PHYSICIANS and SURGEONS.

LII.

THAT the Physicians and Surgeons, one of each, attend in their Turns at the Hospital every Saturday, at eleven of the Clock, to examine those, who shall be recommended for Patients, to certify their Opinions of their several Cases to the Board, and to receive under their Care such as shall be admitted.

LIII.

THAT all Patients be under the Care of the Physician or Surgeon, whose Turn it was to attend, when they were admitted.

LIV.

THAT the Physicians and Surgeons do meet at the Hospital every Tuesday at eleven of the Clock, to visit their In-Patients, and to consult upon difficult Cases, to note down the Patients proper to be discharged on the Saturday following, and to prescribe for their Out-Patients then on the Book.

LV.

THAT the Physicians and Surgeons visit their In-Patients at other Times, as they shall judge necessary, or shall have Notice of any sudden Emergency from the Apothecary or Matron.

B. 3

LVI. THAT

LVI.

THAT each Physician, if he cannot attend, engage some other Physician of the Hospital to officiate for him.

LVII.

THAT no Amputation or other capital Operation, except an urgent Occasion requires it, be performed without a previous Consultation of the Physicians and Surgeons; and no one shall be admitted to see the Practice of the House without their Consent.

LVIII.

THAT each Physician be allowed to take two Pupils, but that no such Pupil shall be permitted to prescribe in any Case. That each principal Surgeon be allowed to have two Pupils at a Time to attend the Hospital for Instruction. That no Pupil or Apprentice perform any Operation, but shall have Liberty to dress the Patients under the Direction of the Master, and that their Patients be dressed every Morning before Eleven o'Clock.

N. B. It may be thought necessary by the Physicians and Surgeons to have a cold and hot Bath, a Sweating Room, &c. and a Pump to pump Water medicinally impregnated upon diseased Parts in the manner it is done at Bath, for the Benefit of the Patients belonging to the said Hospital; and should other Persons desire it, they may be allowed the Use of them, when the Hospital Patients do not want them, paying at such rate, as shall be settled at a general Board, which Payments shall be made to the Treasurer for the Use of the Hospital.

A P O T H E C A R Y.

LIX.

THAT the Apothecary fix a Ticket on each Patient's Bed, specifying the Name of the Patient, the Time of Admission, and also the Diet, according to the Prescription of the Physician or Surgeon; and that he give a List of the same to the Matron each prescribing Day.

LX.

THAT he visit the Wards every Morning, and be prepared to report the State of the Patients to the Physicians and Surgeons.

LXI.

THAT an Account of the Number of Beds, which become vacant in each Ward, be delivered by him at the weekly Board, with a List also of the Patients received into the House in the foregoing Week, and of such Patients, as have been in the House two Months.

LXII.

THAT he dispenses no Medicines, without the Direction of the Physicians or Surgeons, except in Cases of Necessity, when they cannot be consulted.

B 4

LXIII. THAT

LXIII.

THAT there be a Committee appointed of the Physicians, Surgeons and subscribing Apothecaries, whenever the General or weekly Board shall judge it convenient, to buy Drugs and Medicines for the Use of the Hospital; and 'till such Time the Apothecary shall provide any small Quantity of Drugs and Medicines that may be occasionally necessary, by the Direction of the Physicians and Surgeons; and shall deliver to the weekly Board an Account of what Drugs or Medicines are expended; and that he bring in a Bill of what is bought at least once in every Month.

LXIV.

THAT the Physicians and Surgeons, together with the subscribing Apothecaries, be requested to inspect the Drugs and Medicines made use of by the Apothecary monthly, and to see that he does his Duty, and that they enter their Observations in a Book to be provided for that Purpose.

LXV.

THAT the Apothecary do not presume to practice out of the Hospital, or attend any other Business, than that for which he was appointed by the Governors, and that he do not suffer any Apothecary or other Persons to inspect the Physicians Books without leave first obtained from the Physicians.

LXVI. THAT

LXVI.

THAT the Apothecary be never absent at the same Time with the Matron, nor when the Physicians and Surgeons are to attend, and that he always acquaint the Matron, where he may be found. That he be at home at ten of the Clock at Night at farthest, and do not lie out of the House without special leave from the weekly Board; that in this Case and in Case of Sicknes, he depute another Apothecary, who shall be approved by the Physicians, to officiate for him.

S E C R E T A R Y.

LXVII.

THAT the Secretary attend at every Board, and register all Proceedings; and that he be always ready to produce the Books and Accounts of the Society fairly written.

LXVIII.

THAT he enter in a Register the Names of the In-Patients and of the Out-Patients, their Parish, Age, and Distemper, when admitted, when discharg'd, and in what State.

LXIX. THAT

LXIX.

THAT he give Notice in writing every Saturday to the Physician and Surgeon, and to the Clergyman whose turn it is to attend, and to the House Visitors, who are appointed to visit the following Week.

LXX.

THAT the Secretary keep an alphabetical Register of Subscribers and their Subscriptions, shewing what Years the Subscriptions have been paid, and how many Patients each Subscriber has recommended.

M A T R O N.

LXXI.

THAT the Matron take Care of the Household Goods and Furniture according to the Inventory, and be ready to give an Account thereof when requir'd.

LXXII.

THAT she visit the Wards and Offices every Day, and take Care that the Chambers, Beds, Cloaths, Linen, and all Things within the Hospital be kept clean and in good Order.

LXXIII, THAT

LXXIII.

THAT she keep a daily Account of the Provisions and other Necessaries brought into the Hospital, ready to lay before the weekly Board; that she attend to the due Distribution of them, and never suffer any to be carried out of the House.

LXXIV.

THAT she keep a Diet Book, by which the Number of Patients on each Diet may be known.

LXXV.

THAT she cause the Names of the Patients in each Ward to be called over every Morning and Evening, and enter in the House Visitors Book the Names of those who are absent, and that she suffer no In-Patient to go farther than the Inner Court without leave.

LXXVI.

THAT she take Care of the Keys of the Doors, and that the outer Gates be always lock'd at nine in the Evening, and not open'd before seven in the Morning from Michaelmas to Lady-Day, and lock'd at ten in the Evening, and not open'd before five in the Morning from Lady-Day to Michaelmas.

LXXVII. THAT

LXXVII.

THAT she see that the Nurses, Servants, and Patients observe the Rules of the House, and do their Duty, and in Case of Misbehaviour or Neglect, acquaint the weekly Board or House Visitors therewith.

SERVANTS.

LXXVIII.

THAT the Nurses clean their respective Wards by Seven in the Morning from the first of March to the first of October, and by eight from the first of October to the first of March, and that they serve up Breakfast within an Hour after the Wards are cleaned.

LXXIX.

THAT the Nurses and Servants obey the Matron, as their Mistress, and that they behave with Tenderness to the Patients, and Civility and Respect to Strangers.

MES-

MESSENGER or PORTER.

LXXX.

THAT he attend at the Gate, and suffer no In-Patient to go out without leave; and that he inform the Matron of every Stranger, who comes into the Hospital.

LXXXI.

THAT he obey the Orders of the Apothecary, go on Messages, and do the labouring Work of the House, when ordered by the Apothecary or Matron, and that he never be absent without giving the Matron Notice, that another Person may be appointed to attend at the Gate 'till his return.

PATIENTS.

LXXXII.

THAT no Patient go out of the Hospital without leave from the Physician or Surgeon first signified to the Matron; or lie out of the House on any Account whatever, on Pain of Expulsion.

LXXXIV. THAT

LXXXIII.

THAT Patients absenting themselves without leave, shall not be received into the House again untill the next weekly Board.

LXXXIV.

THAT no Men Patients go into the Women's Wards, nor Women into the Men's, without leave of the Matron.

LXXXV.

THAT they do not swear, curse, behave rudely or indecently, on Pain of Expulsion after their first Admonition.

LXXXVI.

THAT no Patient presume to play at Cards, Dice, or any other Game within the Wards of the Hospital, or to smook any where within Doors, without leave from the Physician or Surgeon first signified to the Matron.

LXXXVII.

THAT such Patients, as are able, be employed, with the Approbation of the Apothecary, in nursing the other Patients, washing and ironing the Linnen, cleaning the Wards, and such other Service as the Matron shall require.

LXXXVIII. THAT

LXXXVIII.

THAT such In-Patients, as are able, be allowed to go to their respective Places of Worship on Sundays in the Forenoon and Afternoon, that they return to the Hospital directly; and that no Persons be admitted to visit Patients on that Day 'till after Evening Service, without special leave of the Matron.

LXXXIX.

THAT such Out-Patients, as are able, do attend exactly at Eleven of the Clock every Tuesday Morning, and, if they absent themselves twice together without a reasonable Excuse to be allowed by the Physician or Surgeon, that they be discharged for Irregularity.

XC.

THAT no fresh Medicines be given them 'till they deliver their Phials, Bottles or Boxes, Gallipots, and such Medicines as they have not used.

XCI.

THAT no Patient presume to loiter about the Hospital or Places adjacent, or to beg any where in or near *Norwich*, on Pain of being discharged for Irregularity.

XCII.

THAT no Person discharged for Irregularity be admitted again a Patient of the Hospital on any Recommendation whatsoever, unless by particular Direction of the weekly Board.

Form

Form of a LETTER to recommend Patients.

GENTLEMEN,

I recommend to your Examination
of the Parish of
whom I believe to be a real Object of Charity,
and desire may be admitted an Patient
of the Hospital, if duly qualified.

I am,
177 GENTLEMEN
Your humble Servant.

*To the Governors of the
Norfolk and Norwich
Hospital near Norwich.*

N. B. Each Person recommended is expected to
bring two Shirts or two Shifts.

Form of an ANSWER, when the Person recom-
mended is thought improper to be admitted.

Norfolk and Norwich Hospital,
Day of 177

S I R,

By Order of the Weekly Board, I beg leave
to acquaint you, that recommended
by you as an Patient, appears upon Ex-
amination improper to be admitted, being, &c.

I am, S I R,

Your humble Servant,
CHAIRMAN.

Form

Form of an ANSWER when the Hospital is full.
Norfolk and Norwich Hospital,
the Day of 177

S I R,

I am to acquaint you, that
recommended by you for an In-Patient, cannot
now be received into the Hospital for want of
room, but is enter'd on the Books, and for the
present made an Out-Patient, but will be re-
ceived into the House [on the first, second, third
or fourth Vacancy].

I am,

S I R,

Your humble Servant

CHAIRMAN.

Form of an ANSWER, when the Person is ad-
mitted.

Norfolk and Norwich Hospital,
the Day of 177

S I R,

I am to acquaint you, that
recoimended by you for an Patient, was
this Day admitted as an Patient, on your
Recommendation,

I am,

S I R,

Your humble Servant,

CHAIRMAN.

Form of an ANSWER when one recommended to be an In-Patient, is judged more proper to be an Out-Patient; or an Out to be an In-Patient

Norfolk and Norwich Hospital,
the Day of 177

S I R,

In pursuance of your Recommendation, has been examined, but is not admitted as an Patient, as it has been judged more proper to make him an Patient.

I am,

S I R,

Your humble Servant,

CHAIRMAN.

Form of a LETTER, when a Patient is regularly discharged.

Norfolk and Norwich Hospital.
the Day of 177

S I R,

I am to acquaint you that who was admitted the Day of an Patient on your Recommendation, is this Day discharged, having received [*a Cure, or Relief, or is no better, or is discharged at his own request, as the Case may be*].

I am,

S I R,

Your humble Servant,

CHAIRMAN.

Form

Form of a LETTER, when a Patient is discharged for Irregularity or Non-attendance.

Norfolk and Norwich Hospital,
the Day of 177

S I R,

The Weekly Board on Examination being fully assured of the irregular Behaviour of , recommended by you, have thought themselves obliged to discharge this Day, and to acquaint you, that it is contrary to the Rules of the Hospital ever to admit after such an Offence on any Recommendation whatsoever, unless by particular Direction of the Weekly Board.

I am, S I R,

Your humble Servant,

CHAIRMAN.

Form of a LETTER to the House Visitors.

Norfolk and Norwich Hospital,
the Day of 177

S I R,

The Weekly Board have nominated you according to your Turn in the Alphabetical List, and Mr. House Visitors for the ensuing Week, and as the Economy and Credit of the Hospital so much depend on the daily Attendance of the House Visitors, and their Enquiries, you are earnestly desired to discharge this important Office, and if prevented by Business or Sicknes to engage some other Governor to act in your Room.

I am, S I R,

Your humble Servant,

C 2

CHAIRMAN.

Form of returning Thanks for a Cure.

_____ having lately received a Cure
at the *Norfolk* and *Norwich* Hospital, desires to
return humble and hearty Thanks to Almighty
God for the same.

Form of a LETTER to be sent to Subscribers
in Arrear.

Norfolk and *Norwich* Hospital,
the _____ Day of _____ 1777

S I R,

In compliance with the Rules of this Society, I am to acquaint you, that it appears by the Secretary's Books that your Subscription of _____ per Annum, payable last _____ has not yet been received: it is therefore the request of the Board, that you will be pleased to pay it to the Treasurer, or one of the Correspondents, and excuse this Application, as it is the constant usage of other Hospitals in the like Case.

I am, S I R,

Your humble Servant,

CHAIRMAN.

Form of a LEGACY to the HOSPITAL.

I give and bequeath unto A. B. and C. D. the
Sum of _____ upon trust, and to the intent,
that they or one of them do pay the same to
the Treasurer for the time being of a Society,
who now call themselves the Governors of the
Norfolk and *Norwich* Hospital, which said Sum
of _____ I will and desire may be
paid out of my personal Estate, and applied
towards carrying on the charitable Designs of the
said Society.

Form

Form of the printed Notice to be given to every OUT PATIENT.

You are ordered to attend your
at the Hospital every Tuesday, at eleven of the
Clock precisely, and at no other Time, un-
less something extraordinary seems to render
the more frequent Advice neces-
sary, in which Case you must first apply to the
House Apothecary.

If you twice neglect attending your
on the Day, and at the Hour appointed, without
particular leave from him, you will be dis-
charged for Non-attendance.

*N. B. All the Out-Patients are ordered to bring
back every Week to the Apothecary, whatever
Medicines they do not make use of, with the
Bottles, Boxes, Phials, or Gallipots received
from him.*

*Whoever neglects this Order will have no Medi-
cines.*

A general TABLE of DIET.

Subject to the occasional Alteration of the Phy-
sicians or Surgeons.

COMMON DIET.

BREAKFAST.

A Pint of Panado, Milk Pottage, or Water-
Gruel every Day.

DINNER.

- | | |
|-----------------|--|
| <i>Sunday.</i> | Eight Ounces of boiled Mutton,
Beef or Veal, with a proper Quan-
tity of Turnips or Carrots, &c. |
| <i>Monday.</i> | A Pint of Rice Milk, Frumenty, or
12 Ounces of baked Pudding. |
| <i>Tuesday.</i> | A Pint of Broth, with Potatoes, Tur-
nips, Carrots or Parsnips. |

Wednesday. Baked Pudding 12 Ounces, or boiled Potatoes.

Thursday. Eight Ounces of boiled Mutton, with some of the above Roots.

Friday. Baked Pudding, or a Pint of Rice-Milk.

Saturday. The same as on Tuesday.

S U P P E R.

Sunday. A Pint of Broth.

Monday. One Ounce of Butter, or 3 Ounces of Cheese.

Tuesday. A Pint of Broth.

Wednesday. A Pint of Milk Pottage.

Thursday. A Pint of Broth.

Friday. The same as on Monday.

Saturday. The same as on Tuesday.

Bread and Beer sufficient without waste.

Three Pounds of Mutton or Veal, or two of lean Beef for every Gallon of Broth, may be added over and above the common Allowance of Meat.

LOW DIET.

B R E A K F A S T.

A pint of Gruel or Milk Pottage every Day.

D I N N E R.

Sunday. A pint of Broth and two Ounces of Veal, with any of the aforementioned Roots.

Monday. A pint of Rice-Milk.

Tuesday. A pint of Broth with some Roots.

Wednesday. Eight Ounces of Bread-pudding boiled.

Thursday. The same as on Sunday.

Friday.

- Friday.* Potatoes or Bread-pudding a sufficient Quantity.
Saturday. A pint of Broth with Roots.

S U P P E R.

- Sunday.* A pint of Water-gruel or Milk-pottage.
Monday. The same.
Tuesday. The same.
Wednesday. An Ounce of Butter, or two Ounces of Cheefe.
Thursday. The same as on Sunday.
Friday. The same as on Wednesday.
Saturday. The same as on Sunday.

Bread sufficient without waste, and small Beer not exceeding a pint a Day.

Patients on this Diet to be first served.

M I L K D I E T.

B R E A K F A S T.

A pint of Water-gruel or Milk-pottage every Day.

D I N N E R.

- Sunday.* A pint of Rice-milk or Hasty-pudding.
Monday. Rice or Bread-pudding.
Tuesday. A pint of Rice-milk or boiled Potatoes.
Wednesday. Bread-pudding boiled or baked.
Thursday. A pint of Rice-milk, boiled Milk with Bread, or Frumenty.
Friday. Bread-pudding, or Rice-pudding.
Saturday. A pint of Rice-milk, or boiled Potatoes.

S U P P E R.

S U P P E R.

- Sunday.* A pint of Milk-pottage, or Water-gruel.
Monday. A pint of Milk-pottage.
Tuesday. A pint of boiled Milk.
Wednesday. A pint of Water-gruel.
Thursday. A pint of Milk-pottage.
Friday. A pint of boiled Milk.
Saturday. A pint of Milk-pottage.

Bread every Day without waste. Drink, two parts Water and one Milk, a sufficient Quantity.

D R Y D I E T.

B R E A K F A S T.

One Ounce of Butter, or two Ounces of Cheese, every Day.

D I N N E R.

- Sunday.* Six Ounces of Veal, with Roots.
Monday. Rice or Bread-pudding.
Tuesday. Six Ounces of Mutton, with a proper Quantity of Roots.
Wednesday. The same as Monday.
Thursday. The same as Tuesday.
Friday. The same as Sunday.
Saturday. The same as Monday.

S U P P E R.

One Ounce of Butter, or two Ounces of Cheese, every Day in the Week.

Bread or Sea-Biscuit without waste, and a pint of Beer every Day.

The Vegetable Diet cannot be conveniently specified here, as the different Seasons of the Year require suitable Variations.

F I N I S.

